

OZAUKEEMASTER GARDENER VOLUNTEER GRANT PROGRAM GUIDELINES APPLICATION

Application Introduction

The Ozaukee Master Gardener Volunteer (MGV) organization is dedicated to providing ongoing education opportunities to any Ozaukee MGV in good standing. As members of the Wisconsin Master Gardener program our mission is to provide unbiased, research based horticultural information to the citizens of Wisconsin through MGV's.

As MGV's we receive training in horticulture through the University of Wisconsin Extension. In return for this training, we are required to volunteer in UW Extension horticulture programs and projects that enhance our local communities. In addition, we are required to continue our education through classes, presentations, and workshops.

To support this initiative, Ozaukee MGV's, through the MGV Education Committee, will award one or more grants (based on our available funds) to any Ozaukee MGV seeking to attend a Local, State, Regional or National MGV conference or seminar or an approved non-Master Gardener event.

Application Eligibility

1. The applicant requesting consideration for this grant must be a Ozaukee MGV in good standing.
2. The application form must be submitted in writing 4 weeks prior to the date of the program to: OMG Grant Committee-Ozaukee MGV Office; UW Extension Ozaukee County, 121 W. Main St, PO Box 994, Port Washington, WI 53074. (Phone: 262-284-8288)
3. Grant monies will be awarded as a reimbursement when the following have been submitted and/or completed:
 - The registration confirmation for the conference.
 - A two to three paragraph article about the conference for an upcoming edition of *The Best Dirt*.
 - The recipient agrees to make a presentation to the general membership at a monthly meeting.
4. All applications are treated as confidential and privileged information and exposure is restricted to the MGV Education Grant Committee.
5. Decisions to award grants are final and are not subject to challenge or transfer.
6. Applicants may receive one grant every two years.
7. The amount of the award will be determined by the Education Committee
8. The total amount budgeted may vary from year to year.
9. Applications will be evaluated by a Grant Committee which is a subcommittee of the Education Committee and will include one Board member.

Grant Procedures: Application Deadlines, Submission Process and Dispersal of Funds.

1. **Application Deadlines:** Grants will be awarded as requests are made. Submit your grant application no later than four weeks before the date of the program. The Grant Committee will deal with the applications in as timely a way as possible, but it may take 2 weeks or more to grant approvals. Early application is the key to early notification.

2. **Submission Process:** To be considered for a grant, applications must be received and time-stamped prior to the deadline date, e.g. no later than four weeks before the date of the program. Submit Applications to: OMG Grant Committee-Ozaukee MGV Office; UW Extension Ozaukee County; 121 W. Main St. PO Box 994, Port Washington, WI 53074.

The Grant Committee will do its best to notify Grant Applicants in writing two weeks prior to program date.

3. **Dispersal of Funds:** The grant recipient must provide copies of receipts to: OMG Grant Committee-Ozaukee MGV Office; UW Extension Ozaukee County; 121 W. Main St., PO Box 994, Port Washington, WI 53074.

- Receipts/verifying documents must be received within 30 days of the conference attended.
- Receipts/verifying documents include:
 - Copy of grant approval
 - Receipt of conference registration
 - Receipts for qualifying expenses
 - Article submitted to *The Best Dirt*
- When all grant requirements are met, dispersal of funds will be made by the Master Gardener Treasurer as authorized by the MGV Grant Committee Chair.

Additional Information:

- All records will be maintained by the Grant Committee. This includes all applications and any supporting documentation.
- Monies for these grants will come from monies generated by the Ozaukee Master Gardeners. The MGV Education Committee should include funds for the grants in its annual budget.

Evaluation Guidelines

The intent of this form is to aid the Education Committee in evaluating applicants applying for Education Grants. These guidelines have been developed so as to create an objective, open, and fair process for the awarding of grants.

Criteria Value Scale Points Awarded

The special interest or future goals the Applicant has as it relates to the Ozaukee Master Gardener Volunteers. (See paragraph 4 of Grant application)

0-25 Points _____

How attending this seminar/conference will aid in the future of Ozaukee Master Gardener programs or projects (See paragraph 5 of Grant application)

0-25 Points _____

The Education committee believes that new learning experiences are very important in the development of our people and the organization. Therefore, first time attendees will be rated at the highest point value. (For each similar event attended a declining scale of 5 points for each similar event. Example attended two similar events = 20 points; three = 15 points etc)

0-25 Points _____

Leadership roles held in Master Gardeners such as Board Members or Project leaders. (For each year in a leadership role a point value of 5 will be rewarded up to 10 points).

0-10 Points _____

Volunteer hours performed the previous year. (Every 24 hours of volunteering will be awarded 2 points. Example 120 hours = full point value of 10)

0-10 Points _____

Years of service as an Ozaukee County Master Gardener Volunteer. (Each year of service awards 1 point up to a maximum of 5 years or a 5 point total).

0-5 Points _____

Total Points Earned: _____

Ozaukee Master Gardener Volunteer Grant Application

Applicant Information

Name: _____ Phone: _____

Address: _____ City: _____ State: ____ Zip: _____

E-mail: _____

Years in Master Gardener Organization: _____ Are you currently a MGV in good standing? ___ Yes ___ No

Have you received an Ozaukee MGV Grant in the past 2 years? ___ Yes ___ No

Conference/Event Information

Name of Conference/Event: _____

Date: _____

Location: _____

URL Web Address: _____

Estimated Cost of Travel

Lodging: _____ Registration Fees: _____ Meals: _____ Transportation: _____

Mileage: _____

Total Cost of Participating Conference/Event: _____

Total Monies Requested from MGVs: _____

Application Questions

1) Please rate your current knowledge level on this topic.

No knowledge

Beginner – some knowledge but not enough to teach or answer most technical questions

Knowledgeable – Can provide some technical information on the topic but could know more

Expert – confident of my abilities to provide technical advice and teach on this topic

2) What do you expect to learn from this conference/event?

3) How will you use the information gained at the conference or presentation? (Check all that apply)

Evaluate and answer questions for County residents

Develop new contacts and partners for volunteer projects

Incorporate new ideas and information into Master Gardener Programs

Develop a special program on this topic

Other:

4) How will you share the information you learn with other MGVs? (Newsletter, workshop, etc).

5) Please list your MGV leadership roles and project participation, including approximate dates.

6) Any other comments.